

[organization name]

CAB Meeting		File name:
Date:	Time [from - to]:	Location:

Commented [20A1]:

Commented [20A2]:

1. Minutes of previous meeting
2. New Request for Change (RFC) raised, updated and substantiated
3. Minutes of understanding change and change to project
4. Minutes of unauthorised change
5. Update change, updated and change
6. Other information items

Commented [20A3]:

[organization name]

1. Review of action items from the previous meeting

See Action Item (AI) List in point 6 of this document

2. New Request for Change review, analysis, and authorization

The purpose of the meeting was to review a new Request for Change, and follow up on and update the Action Item List.

Minutes content of the meeting include the following:

- 1. Review of the new Request for Change, including the details of the change and the impact of the change.
- 2. Review of the Request for Change analysis and the impact of the change.
- 3. Review of the Request for Change implementation plan and the impact of the change.
- 4. Review of the Request for Change implementation schedule and the impact of the change.
- 5. Review of the Request for Change implementation status and the impact of the change.

Commented [20A4]:

Authorization and schedule			
Request for Change ID	Request for Change Description	Implementation schedule	Request for Change Status

Commented [20A5]:

3. Review of outstanding changes and changes in progress

Request for Change ID	Status	Request for Change Description

Commented [20A6]:

4. Review of unauthorized changes

Request for Change ID	Status	Request for Change Description	Implemented by:	Request for Change Status

Commented [20A7]:

[organization name]

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5. Failed changes, backed-out changes

Change ID	Status	Requester	Request Date	Request Type

Commented [20A8]:

Commented [20A9]:

6. Tasks and Action Items (AI)

No.	Description	Responsible person	Priority	Start Date	End Date

Commented [20A10]:

[Job title]

[Name]

[Signature]

Commented [20A11]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents/records must be signed.